Job Summary & Person Specification

Job Title:	**Planning Assistant (Scholarship)**
Department:	**Universal Services**
Branch:	**Waste and Environmental Services**
Grade:	**C**
Salary:	**From £24,405**

Job Purpose:

Do you want to gain experience and work in a role that is varied and contributes to planning, development and the environment in Hampshire? As one of the leading Minerals and Waste Planning Authorities in the Country, we take pride in our role in influencing and shaping minerals and waste planning. We also process and determine the County Council's own developments. Our ambition is to provide efficient, high quality and responsive services that meet the needs of our residents and businesses. The main focus for the role will be supporting the processing of planning applications for minor County Council developments (schools, highway schemes, residential and other development on council owned land) and County Matter development (minerals and waste) as well as supporting the monitoring and enforcement functions of the team. There will also be opportunities for you to assist with the minerals and waste policy work relating to the Hampshire Minerals and Waste Plan as well as wider strategic planning matters. The role may also include some work on planning for flood and water management matters.

Main responsibilities

The key decision-making areas in this role:

- Support the processing minor planning applications for County Council development (schools, highway schemes, residential, other development on council owned land) and County matter development (minerals and waste) and manage casework for Hampshire County Council. This involves supporting validation and registration and leading on the consultation, evaluation, negotiation, recommendation and issuing planning decisions to meet statutory requirements and in accordance with professional best practice.
- Help to prepare reports/casework documentation for Delegated / Regulatory Committee decisions.
- Support other officers at Regulatory Committee / virtual committee meetings to inform / support the committee members.
- Support other officers at Liaison Panels for minerals or waste sites (as required).
- Assist in the preparation and implementation of minerals and waste planning policy plans, Supplementary Planning Documents and associated work (as required).

- Support the discharge of planning conditions and non-material amendments to planning permissions.
- Support the Enforcement Officer in carrying out the County Council's monitoring, enforcement and policy responsibilities regarding County Matters (minerals and waste) to achieve the County Council's environmental policies, responsibilities, resource constraints, legal framework and professional Best Practice. The role may also include the consideration of minor mineral or waste planning applications and discharge of conditions and support for minerals and waste policy (as required).
- Support the delivery of monitoring visits to minerals and waste sites quarries to ensure compliance with planning permissions.
- Support the discharge of the County Council's duties under the Flood and Water Management Act in relation to planning for flooding.

The role dimensions – financial and non-financial

- Maintain monitoring records and data.
- Ability to be able to communicate in a clear manner.

Additional Information

Whilst the generic role profile sets out the broad range of skills required at this level, what will make this role successful is how it delivers the role in the two key areas set out below:

Relationship management and communication

- Ability to be able to communicate in a clear manner.

Creativity and commercial acumen

- The role holder will be expected to work flexibly across the service stream as the demands of workload, projects and priorities dictate.

Person Specification:

Essential Knowledge, Skills and Experience	• Interest of the planning process • Interest in wider environmental issues • Good communication and interpersonal skills • Ability to manage own workloads to deadlines
Desirable Knowledge, Skills and Experience	• Interest in minerals and waste development and planning policy • Interest in flood and water management

Working Conditions

The following section provides an outline of the working conditions that may be encountered in this role:

- Home and/or office based with travel to meetings and sites;
- Personal Protective Equipment for accompanied site visits.

More information on the benefits of working for the County Council can be found here: Our benefits package | Jobs and volunteering | Hampshire County Council